



STAFF SERVICES MANAGEMENT AUDITOR  
OPEN SPOT FOR SACRAMENTO  
CONTINUOUS FILING

THIS BULLETIN CANCELS AND SUPERCEDES THE BULLETIN RELEASED ON 7/31/08. CUT-OFF DATES FOR THIS EXAM ARE SCHEDULED FOR THE 5<sup>th</sup> DAY OF EACH MONTH.

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

OPEN SPOT FOR	<b>HEADQUARTERS - SACRAMENTO</b> Candidates may only establish eligibility in this location. Applications will be accepted on an open basis only.						
HOW TO APPLY	<p>Applications (STD 678) will be accepted on a continuous basis for testing. CANDIDATES ARE ELIGIBLE TO COMPETE ONLY ONCE IN ANY 6 MONTH PERIOD. CANDIDATES WHO HAVE LIST ELIGIBILITY MAY NOT REAPPLY FOR 12 MONTHS FROM THEIR ELIGIBILITY DATE. FAXED OR E-MAILED APPLICATIONS WILL <u>NOT</u> BE ACCEPTED. Applications postmarked <b>AFTER THE POSTED CUT-OFF DATE</b> and personally delivered or received via interoffice mail <b>AFTER 5:00 P.M. ON THE CUT-OFF DATE</b> WILL BE HELD FOR THE <b>NEXT</b> ADMINISTRATION OF THE EXAMINATION. THE EXAMINATION TITLE <b>MUST</b> BE INDICATED ON THE APPLICATION.</p> <table><tr><td><b>FILE BY MAIL:</b></td><td><b>Department of Transportation Personnel Exam Unit (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036</b></td><td><b>FILE IN PERSON:</b></td><td><b>Department of Transportation 1727 30<sup>th</sup> Street, 1<sup>st</sup> Floor Sacramento, CA 95816 (916) 227-7791</b></td></tr></table> <p><b>SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO <u>NOT</u> SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES.</b> Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at <a href="http://www.dot.ca.gov/hq/jobs">www.dot.ca.gov/hq/jobs</a> on the Internet.</p>			<b>FILE BY MAIL:</b>	<b>Department of Transportation Personnel Exam Unit (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036</b>	<b>FILE IN PERSON:</b>	<b>Department of Transportation 1727 30<sup>th</sup> Street, 1<sup>st</sup> Floor Sacramento, CA 95816 (916) 227-7791</b>
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REASONABLE ACCOMMODATION	If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.						
SALARY RANGE	<b>Range A \$3106 - \$3596    Range B \$3204 - \$3893    Range C \$3841 - \$4903</b>						
TEST DATE	Eligible candidates will be notified by mail approximately 10 days in advance of the written test.						
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.						
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p><b>NOTE:</b> All applicants must meet the education requirements for this examination. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.</p> <p><b>NOTE:</b> <u>All applications/resumes must include the specific education requirements as follows: Name of College/University attended, Course Titles, Completion Dates, Units Completed, type of degree, and a copy of your transcripts.</u> Applications/resumes received without this information may be rejected.</p>						
MINIMUM QUALIFICATIONS	<p><b>Education Requirements:</b> The following describes the education, which is acceptable for one or more of the classes in this series. Equivalent to graduation from college preferably with a major in accounting, business administration, public administration, or economics and with a minimum of six semester units of accounting. Registration as a senior in a recognized institution will admit applicants to examinations for Staff Services Management Auditor but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.</p> <p><b>Experience Requirements:</b> No experience required. Applicants must meet the education requirements.</p>						
SPECIAL PERSONAL CHARACTERISTICS	Ability to qualify for a fidelity bond and willingness to travel and work away from the headquarters office.						
POSITION DESCRIPTION	The Staff Services Management Auditor is a recruiting, training, and development class for persons qualified to learn, under close supervision, management auditing methods.						
EXAMINATION INFORMATION	<p>This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70 must be attained.</p> <p><b>WRITTEN TEST - WEIGHTED 100%</b></p> <p><b>Scope:</b></p> <p><b>A. Knowledge of:</b></p> <p>1. Principles and practices of organizational management, accounting, and auditing.</p> <p><b>B. Ability to:</b></p> <p>1. Learn and apply general and specialized accounting and management auditing principles and procedures as used in State Government.</p>						
ELIGIBLE LIST INFORMATION	An open spot eligible list will be established for the Department of Transportation in Headquarters, Sacramento. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitors' eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.						

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

CAREER CREDITS	Career credits are not granted in open examinations.
VETERANS PREFERENCE POINTS	Veterans preference points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have applied for, these points. Due to changes in the law, which were effective January 1, 1996, <b>VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE POINTS.</b>

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Caltrans Office of Examination and Special Programs in Sacramento at (916) 227-7791, within a reasonable timeframe if he/she has not received his/her progress notice.

**Applications are available** at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at [www.dot.ca.gov/hq/jobs](http://www.dot.ca.gov/hq/jobs) on the Internet.

**If you meet the requirements**, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

**The Department of Transportation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference points) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the areas shown on the bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Veterans Preference:** California law allows granting of Veterans Preference points in open entrance examinations and open, non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open, non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veterans preference application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS 86, Sacramento, CA 95816. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*